

**Client Organized: Sample**

**Project Organizer: Sample**

Contact email:

Contact phone:

**Organize Right Now:**

Currentclient@organizerightnow.com

Organize Right Now  
Organize Online

This time sheet should properly reflect the amount of time your professional organizer has spent on your project. This includes time on the phone with you, time spent emailing you, time spent researching products or ideas for your organizing projects and any other time spent on your behalf.

Please review your timesheet. If there are any corrections to be made, contact your organizer or Organize Right Now.

Date	Your Organizing Project: Desk/Paperwork	Time Used	Amount Remaining
2-7-08	Starting time bank- 2 hour purchase	---	120 minutes
2-7-08	Consultation on projects- action paperwork	30	90 minutes
2-8-08	Follow-up email with written instructions	10	80 minutes
2-11-08	Email q&a- handling business cards	5	75 minutes
2-22-08	Email-mid-project check-in	No	75 minutes
2-22-08	Email q&a-handling emails effectively	charge	65 minutes
2-22-08	Phone consultation- setting up file drawer	10	45 minutes
3-11-08	Follow-up email with written instructions	20	35 minutes
3-17-08	Mid-project check-in- handling reading materials	10	35 minutes
3-17-08	Consultation; Q & A on project steps to date	No	15minutes
3-18/19	Follow up email with instructions	charge	10 minutes
3/25/08	Email q&a- memorabilia, papers without categories	20	0 minutes
		5	
3/31/08	Additional Hour Purchased	10	60 minutes
4-2-08	Mid-project check in- advice on list making		60 minutes
4-3-08	Email q &a- handling phone calls on to-do list	-----	55 minutes
5-12-08	Compile master task list for client to check off	No	45 minutes
		charge	
		5 min.	
		10 min.	

		Total Time Left	25 minutes

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***Thank you for Organizing Online with Organize Right Now.***